

POSTING DATE: August 23, 2006

CLOSING DATE: August 30, 2006

**CONNECTICUT CAREERS TRAINEE
WITH A TARGET JOB CLASSIFICATION OF HEALTH PROGRAM ASSISTANT 1**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

THE DEPARTMENT OF SOCIAL SERVICES’ MEDICAL ADMINISTRATION DIVISION, ALTERNATE CARE UNIT IS PRESENTLY RECRUITING FOR ONE (1) CONNECTICUT CAREERS TRAINEE WITH A TARGET JOB CLASSIFICATION OF HEALTH PROGRAM ASSISTANT 1. (POSITION #34629)

POSITION: Connecticut Careers Trainee/Health Program Assistant 1

BARGAINING UNIT: Health Care (P-1)

SALARY RANGE: Connecticut Careers Trainee
\$38,799.00 - \$52,498.00 Annually (FP 15)

Health Program Assistant 1
\$47,064.00 - \$62,790.00 Annually (FP 19)

LOCATION: Medical Administration Division
Alternate Care Unit
25 Sigourney Street
Hartford, CT 06106

Duties/Responsibilities:

Determines financial eligibility for the Connecticut Home Care Program for Elders; interfaces with Regional Offices, Office of Legal Council, Access Agencies, providers and the public. Inputs client information into EMS; authorizes services and coordinates service changes for home care clients. Performs related duties as required.

EXPERIENCE AND TRAINING

CONNECTICUT CAREERS TRAINEE –
Possession of a Bachelor's or Master's degree.

HEALTH PROGRAM ASSISTANT 1 –
General Experience:

Five (5) years’ experience in a professional capacity in a health organization. A health organization is defined as a large multi-dimensional agency with responsibility for administering health programs.

Substitutions Allowed:
College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.

A Master’s degree in public health, health education, hospital administration or public administration, or other closely related field may be substituted for one (1) additional year of the General Experience.

TERM OF APPOINTMENT:
For candidates with a Bachelor’s Degree:

LENGTH OF TARGET CLASS EXPERIENCE AND TRAINING	LENGTH OF TRAINING PERIOD
Five (5) Years	One (1) Year

If a candidate has a Master’s Degree that is an Allowed Substitution for the target classification the training program may be reduced by one (1) year.

PROMOTION:
1. Incumbents in this class will be eligible for promotion without further competitive examination upon successful completion of the training program.

2. Incumbents in this class who meet the qualifications of the target class before the end of the training program must take and pass a competitive examination for the target class in order to be considered for promotion to the target class.

PLEASE NOTE: Candidates who have applied for the previously posted Connecticut Careers Trainee/Health Program Assistant 1 positions in both the Pharmacy Unit, position #33351, and the Medical Policy Unit, position #33193 do not need to reapply.

APPLICATION PROCEDURE: To apply you must submit an original completed State of Connecticut Application for Examination or Employment (Form PLD-1) in order to be considered for an interview. The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS. Please forward your completed original State of Connecticut Application (Form PLD -1) to:

Maria Taylor, Personnel Officer
Department of Social Services, Human Resources Division
25 Sigourney Street, 12th Floor, Hartford, CT 06106-5033
FAX: (860) 951-2979

APPLICATIONS MUST BE RECEIVED BY August 30, 2006 CLOSE OF BUSINESS

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER